

HARBOR-UCLA MEDICAL CENTER

**SUBJECT: CORRECTING ERRORS MADE WHILE
CHARTING IN THE MEDICAL RECORD**

POLICY NO. 631

PURPOSE:

To establish guidelines for correcting errors in the Electronic Health Record (EHR).

POLICY:

Harbor-UCLA Medical Center shall ensure that all corrections made in the EHR shall be consistent with good medical practice.

PROCEDURE:

When an error is made while documenting in the EHR, corrections must be made by the author of the original entry as follows:

1. The original entry must be visible.
2. Document the reason for the correction/error.
3. Use current date and time for the correction.
4. In situations where there is a hard copy printed from the EHR, the hard copy must also be corrected.

EFFECTIVE DATE: 11/2000

REVIEWED: 12/04, 3/06, 2/09, 5/14, 6/17

REVISED: 1/09, 5/14, 6/17

REVIEWED COMMITTEE: Health Care Information Committee – 05/14; 6/17

APPROVED BY:

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